

Department of Employee Trust Funds WRS EXTRANET USER MANUAL

CHAPTER 1 – GENERAL INFORMATION

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100 Introduction

Employers participating in the Wisconsin Retirement System (WRS) are able to use the Extranet to obtain previous service information, enroll their eligible employees in the WRS, and transmit data needed to assist in the administration of the WRS and other benefit programs. Previously, employers were limited to contacting the Department of Employee Trust Funds (ETF) by telephone or faxing written requests to obtain previous service information and were required to submit paper documents to enroll their employees in the WRS, report descriptive data changes, and report service and earnings information.

101 Purpose of Applications

Access through the Extranet provides more effective customer service and faster response to employers requesting benefit information. Employers will have the ability to securely transmit WRS information more accurately. The Extranet applications allow employers to perform the following functions without contacting ETF offices:

- ✓ Determine an employee's previous WRS service dates for the purpose of determining their eligibility date for ETF administered insurances.
- ✓ Verify previous WRS participation of rehired employees to assist in the determination of current WRS eligibility.
- ✓ Determine WRS annuitant status.
- ✓ Determine WRS separation benefit information.
- ✓ Determine WRS creditable service for multiple employment categories for the state retiree supplemental sick leave program.
- ✓ Enroll a qualifying employee in the WRS.
- ✓ Remit WRS Monthly Contributions Report.
- ✓ Report termination dates with final hours and earnings amounts.
- ✓ Report annual hours and earnings information.

102 Who Should Read This User Manual?

This manual is distributed to all employers who have submitted an *Employer Extranet Application Security Agreement* (ET-8928) to ETF and received authorization to access the applications. WRS participating employers should consult this manual for instructions in using the Extranet applications. In addition, information displayed on the specific application screens will help you use the various applications.

103 Technical Information

When accessing the available applications employers visit a secured Extranet application site. The ETF application is invoked on the OS /390 host, which prompts the employer to enter a user ID and password initiating a user session. The ETF application then transmits a web page over a Secure Socket Layer (SSL) session and presents it in the browser. Behind the inquiry page is a Java servlet that contains the business logic and components needed to access the Wisconsin Employee Benefit System (WEBS) DB2 database and control the session.

What is a Secure Socket Layer (SSL)?

SSL relies on the concept of a secure channel. This channel guarantees confidentiality by encrypting all messages that pass over it. SSL does not encrypt any information stored on either the client or server. SSL integrates security beneath application protocols such as HTTP, NNTP, and Telnet. SSL provides a security "handshake" to initiate a TCP/IP connection, resulting in the client and server agreeing to the security level used, and fulfilling any Digital ID authentication requirement for the connection.

Browsers that support the capabilities of Netscape Navigator, version 7.1 or higher, and Microsoft Internet Explorer, version 5.x or higher, are required to ensure proper security when viewing this site.

104 Information Regarding the Extranet Site

Security measures are in place to provide necessary dates of WRS participating employment, employment category information, benefit application dates, creditable service, the ability to process WRS transactions, and remit monthly contributions. No information regarding a participant's WRS earnings, contribution amounts or beneficiary designations are accessible through these applications.

The Extranet applications are intended for use by employers in the administration of the WRS and other ETF benefit programs. Participant information accessible through the Extranet applications are confidential and criminal penalties can be assessed for offenses against computer data and programs. A copy of 943.70 Computer Crimes, Wis. Stats. appears as Appendix A of this Manual.

Information obtained through the Extranet applications is not intended for use by participants or to assist participants in making retirement decisions. Please note that the WRS Previous Service and Benefit Inquiry applications do not provide complete participant information necessary in making important decisions regarding their WRS benefits.

105 Completion of the *Employer Extranet Application Security Agreement* (ET-8928)

Access to the Extranet CANNOT be shared among employees by using a common password. Access for an employee stays with that employee if they move within WRS employers.

An *Employer Extranet Security Agreement* must be submitted to ETF for each employee that an employer determines needs access to the Extranet site. The *Security Agreement* for additional staff must be completed as follows:

All Employees Requesting Access:

1. Insert name, home phone number, and complete home address, including the zip code.
2. Insert Social Security Number, sign and date the form in the space provided.
3. Complete the Department of Administration (DOA) Mainframe Logon ID as follows:

A. If you are a Local & School District Employee:

1. Local and School District employees will leave this box blank. These employees will receive two letters from the DOA. The first letter will contain their Logon ID and a Logon Identifier. The second letter will contain their Password and a Password Identifier. The letters are sent to the employee's home address for security reasons.

The Extranet access approval process for Local and School District employees may take 2-3 weeks.

B. If you are a State Employee using Central Payroll:

1. State employees with Central Payroll access who have a DOA Mainframe Logon ID (i.e., ETF222), or have a unique Logon ID to access secure State of Wisconsin Extranet applications (e.g., Z999999) must enter the ID number in the DOA Mainframe Login ID space provided. This Logon ID and their corresponding Password will be used to access the Extranet site.

The Extranet access approval process for State employees with Central Payroll access may take 1 week.

C. If you are a State Employee Not Using Central Payroll:

1. Contact the DOA to obtain a *ACF2 Logon ID Request* form. (See Appendix C.)
2. Once DOA receives this form the designated Customer Data Security Representative will receive the employee's Logon ID.
3. The employer will provide their employee with a password. (To expedite the Extranet access approval process, please send the otherwise completed

Security Agreement to ETF and contact the Employer Communication Center once the employee's Logon ID has been assigned. ETF staff will then insert the Logon ID in the designated box and commence the Extranet access approval process.)

The Extranet access approval process for State employees without Central Payroll access may take 2-3 weeks.

Employer:

1. The Employer Section of the security Agreement must be completed in its entirety, including selecting each application of the total three selections for which authorization is being sought. If the WRS Account Update Application is selected, your employee will be authorized to perform all current update transactions and any that may be implemented in the future; further authorization will not be required.
2. The WRS Agent must approve the request to obtain access to the Extranet applications. NOTE: The WRS Agent must sign and date the security agreement in the space provided even if they are the "employee" for whom access is being requested.
3. Submit Security Agreement to ETF. When the *Security Agreement* is received it will be reviewed for completeness.
4. Once the Extranet access approval process is complete, the employee will receive a letter from ETF welcoming them to the Extranet site. A user manual will be included. This information will be sent to the employee's home address. In addition, if the employee receiving access is the first employee at that employer to receive access, a copy of the welcome letter will be sent to the WRS agent at the office.